# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:			
Classification Specification: <u>EXECUTIVE ASSISTANT</u>			
Salary Range: NR 36 - Management Benefit Level C			
Position Description: <u>Executive Assistant</u>			
Incumbent:			
Location: Administration			

### **GENERAL PURPOSE:**

Under the direction of the Mayor or Chief Administrative Officer, perform a wide variety of complex and responsible department-wide and Citywide administrative support duties; coordinate and complete projects not requiring the immediate attention of the Mayor or Chief Administrative Officer. The incumbent may supervise administrative and clerical staff; and may plan, organize, coordinate, and supervise daily office operations and activities to relieve the Mayor of administrative details as needed.

Work is characterized by a high degree of difficult, complex, specialized, and confidential administrative duties. Duties include, but are not limited to, serving as the executive assistant to the Mayor; and acting as liaison between Mayor, City Council, the general public, management, employees, and other City departments. This classification maintains a higher level of Citywide administrative responsibility and a high degree of specialization. The incumbent is required to have the ability to make decisions and take responsibility for such decisions. The incumbent is required to exercise a substantial amount of tact, independence, judgment, and initiative.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve as executive assistant to the Mayor by maintaining a calendar of events; arranging and prioritizing meetings; relieving the Mayor of confidential, administrative, clerical, and technical details; responsible for providing department-wide administrative support; act as liaison between Mayor, City Council, the general public, management, employees, and other City departments.

Process the Mayor's mail, including e-mail and the "Mayor's Information" e-mail, with discretion; on behalf of the Mayor, respond to inquiries, research issues, and recommend

action.

Perform public relations duties that include diplomatically responding to citizen inquiries and/or complaints, including irate walk-ins and/or unusual or complicated requests, with complete verbal/written follow up; may represent citizens through process to resolution; responding to City Council and City departmental requests; and writing and distributing press releases.

Serve as the Mayor's liaison/representative by attending meetings which include, but are not limited to, the Suburban Cities Association (SCA), Association of Washington Cities (AWC), and Puget Sound Regional Council (PSRC). The incumbent is required to take notes and communicate on behalf of the Mayor and/or council; and promote the council and other elected officials' involvement at the meetings.

May perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include, but are not limited to, assisting in interviews; making recommendations to hire; training and mentoring employees; planning, assisting, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems; and scheduling employees' leave time.

Assist Mayor in developing procedures for expediting information and implementing policies and programs; conduct independent research and analysis concerning City and/or citizen inquiries; evaluate information and recommend alternative courses of action.

Assist with the "Kent Today", a semimonthly government channel cable television program, by determining program ideas; contacting and scheduling multiple guests; assisting with content information as necessary; preparing scripts for Mayor; coordinating filming schedule with IT; and directing program during taping sessions.

Assist Mayor on all Board and Commission appointments; conduct "exploring interest" calls; communicate with Mayor's appointees; ensure placement on consent calendar; update book of appointments as to expiry, resignation or appointment.

Develop and maintain a system of tracking signature documents received in Mayor's office in order to efficiently and effectively monitor the location of the documents and ensure that the City Clerk has the official copy.

Attend meetings, seminars, conferences, and training as appropriate; maintain current understanding of City and department functions and programs; represent Mayor's office as required; and prepare and distribute meeting minutes as needed.

Provide assistance to special projects or other departments as assigned.

Provide various administrative duties, as needed, which may include preparing Mayor's Council Packets; preparing Mayoral proclamations; assisting in the preparation of the department's annual budget; coordinating, preparing and assembling document packages for meetings and public information; and arranging and scheduling a variety of meetings, conferences and travel.

Participate as a representative of the department on a variety of committees such as Employee of the Month Committee, Agenda Committee, and Safety Committee.

Serve as Executive Assistant to the CAO in the absence of the CAO's Executive Assistant.

Assist the International Program Coordinator in the Coordinator's absence by serving as the Mayor's liaison in the performance of regular Kent Sister City Association (KSCA) affairs. This may include, but is not limited to, preparing quarterly reports citing major events and/or activities; preparing speeches and/or taking notes for elected officials; planning and conducting KSCA meetings; developing and maintaining community relations in promoting the programs, projects, or functions of the KSCA; coordinating and assisting visitors from partnering sister cities; and providing assistance to the City officials' foreign travel as it relates to KSCA.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

#### PERIPHERAL DUTIES:

Perform related duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES:

#### KNOWLEDGE OF:

- Applicable local, state, and federal laws, City of Kent codes, regulations, and ordinances
- City and department policies, procedures, structure, and objectives
- Research and analysis methods and techniques
- Principles and practices of administration, supervision, and training
- Preparation and delivery of press releases and other forms of public information
- General public relations
- Municipal organization, operations, policies, and objectives
- Correct English grammar, spelling, punctuation, and vocabulary
- Recordkeeping techniques
- Modern office practices, procedures, and equipment
- Proper telephone techniques and etiquette

#### SKILLED IN:

- Performing research and analysis
- Using enhanced oral and written communication skills
- Correct English grammar, spelling, punctuation, and vocabulary
- Effectively using interpersonal skills using tact, patience, and courtesy
- Effectively using telephone etiquette and techniques to properly assist a diverse assortment of inquiries and persons
- Effectively using modern office practices, procedures, and equipment including personal computers and related software such as word processing software
- Understanding and following oral and written direction

#### **ABILITY TO:**

- Perform difficult and complex administrative assistance to relieve the Mayor of administrative detail which may require independent judgment and decision making skills
- Exercise independent judgment in relieving the Mayor of administrative detail

- Interpret, apply, and explain laws, rules, regulation, contracts, policies, and procedures
- Assemble complex material and summarize, in report form, communications, including proclamations, speeches, and actions taken
- Compose, proofread, and edit effective oral and written communication
- Establish and maintain effective and cooperative working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Work confidentially with discretion
- Work independently with minimum supervision
- Plan and organize work to meet schedules and timelines
- Maintain records

## EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's Degree in business administration, public administration, public

relations, or related field; and

Experience: Five (5) years of increasingly responsible administrative support experience

including at least three (3) years of experience performing confidential

administrative support for an administrator/director/Mayor and two (2) years of

supervisory experience.

OR: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties as listed above.

# LICENSES AND OTHER REQUIREMENTS:

- Washington State driver's License, or the ability to obtain within thirty (30) days of employment
- Notary Public License, or the ability to obtain within six (6) months of employment

## MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including but not limited to personal computer, telephone, fax and copy machine, calculator, and projector.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands and fingers to reach, handle, feel, or operate objects, materials, tools, equipment or controls; frequently required to sit, stand, walk, hear and talk normally with or without mechanical assistance; occasionally required to lift in excess of 10 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

# WORKING CONDITIONS:

The incumbent is required to work primarily in an office setting. The incumbent may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually quiet to moderate.

SIGNATURES:			
Incumbent's Signature Approval:	Date	Supervisor's Signature	Date
Department Director/Designee	Date	Employee Services Director/Designee Date	

\*\* Note: This document will be reviewed and updated annually at the time of the

employee's performance appraisal; when this position becomes vacant; or, if the

duties of this position are changed significantly.

Revised: 10/03/01;10/31/07; 12/11/07